



Position vacant

Senior Payroll Officer

The Law Society of New South Wales is looking to employ a Senior Payroll Officer on a part time basis (up to 4 days per week). This position will be advertised internally and externally, and if any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than 11 October 2019.

Responsibilities

The Senior Payroll Officer will manage, control and accurately process the Law Society's payroll with timely delivery of all payroll related tasks, ensuring integrity of all payroll processes.

Key Accountabilities

- Ensure accurate and timely processing of company payrolls on a fortnightly basis, including accommodating for public holidays and periods of Senior Payroll Officer's leave.
- Maintain payroll information and the payroll system by directing the collection, calculation and entering of data and ensure archiving and filing of information is up to date.
- Accurate and timely calculation, payment and reconciliation of termination payments, payroll tax, superannuation contributions, overtime, general ledger salaries and leave provision journals.
- Accurate and timely preparation and reconciliation of payment summaries, reports and ad hoc requests, as required and in line with internal and statutory requirements.
- Single Touch Payroll reporting, month end and year end reporting.
- Provide timely and accurate resolutions of payroll related queries to staff and management and liaise with HR regarding staff and payroll enquiries including new hires, terminations, remuneration, parental leave and associated payments, conditions of service and internal and external reporting responsibilities.
- Proactively manage instances relating to leave by working with managers, team leaders, and if necessary, HR to resolve situations which may include staff applying for the wrong leave type, not supplying appropriate documentation or are approaching a leave deficit.
- Ensure compliance with state, federal and local legislative requirements in addition to Law Society policies and enforce adherence to requirements and advising staff and management of these.



- Assist and manage as required the workers compensation administration, including liaison with insurer and fulfilling reporting requirements.
- Maintain accurate records by managing the storing and electronic filing of medical certificates, emails from HR, staff and/or managers containing approvals or pertinent information.
- Provide system training to all new staff, with specific training for managers and team leaders and manage system upgrades and enhancements as required or requested.
- Manage relationships with payroll related vendors.
- Undertake projects such as process improvements, standardisation of payroll systems and continually review, recommend and implement improvements to the payroll operation.
- Maintain staff and management confidence by protecting confidentiality and ensuring the integrity of payroll operations.
- Ensure professional and technical knowledge is up to date and relevant.

Requirements

- Demonstrated experience in payroll with comprehensive knowledge of payroll systems, relevant legislation and processes.
- Meticulous attention to detail and ability to work to deadlines including the need to be flexible during processing periods.
- Experience with Sage Payroll, highly advantageous.
- Advanced Excel and numeracy skills.
- Business and systems improvement experience.
- Ability to interpret and consult on awards, relevant legislation and policies.
- Ability to create, review and implement policies and procedures.
- Project management skills when required.
- Excellent communication skills and customer focussed.
- Team player with warm, approachable style.
- Strong sense of discretion, particularly with respect to sensitive payroll data.
- Problem solving ability.

Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Written applications, including a cover letter and brief resume, can be addressed to: recruitment@lawsociety.com.au

